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MEMORANDUM FOR THE RECORD

SUBJECT: Statistical Reporting Branch's Effort in Implementing Some
of the Preliminary Conversion Requirements as Required
by the Agency's Future Staffing System

1. To date, the Statistical Reporting Branch has completed the following preliminary conversion requirements as required by the Agency's future Staffing System:

- a. Establish Staff position ceilings in current T/O system
- b. Reclassify
- c. Develop abbreviated title suffixes
- d. Develop footnote codes
- e. Shorten Org Titles to 36 characters
- f. Standardize manual totals on PCR
- g. Establish "intermediate" organization levels on current T/O
- h. Remove signature records in current T/O
- i. Assign "location" codes to each position in current T/O
- j. Purge "Non-Staffing" records in current T/O
- k. Establish and input Org abbreviated titles thru Branch level
- l. Identify position title suffixes for necessary positions
- m. Verify "Language Recaps" in current T/O
- n. Determine maximum number of organizational units at each organization level

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25X1 2. The above conversions were implemented by SRB through the coding of data, which had been supplied by the Position Management and Compensation Division, as input to the present Staffing System,

[redacted] These code sheets require a minimum of 20 characters to a maximum of 85, depending on the data that is being inputted and whether or not it is correcting, deleting, or adding data to the Staffing System.

3. In addition to the above workload, there were 9 Computer Services Request Forms (work orders) submitted to assist in implementing these various conversion requirements. These work orders are described and are shown as an attachment to this memorandum. Those work orders having an asterisk next to the Requestor's Control No. indicates that they were not submitted solely to assist in the implementation of the conversion requirements of the Agency's future Staffing System but to assist in the overall conversion of the Office of Personnel reports to the new reporting system(s).

4. There are more conversion requirements to be worked on; some can be done under the current system while others will have to wait until the Agency's future Staffing System is about to be implemented.

[redacted]

Chief, Statistical Reporting Branch

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